



London Luton Airport Operations Limited CCTV Subject Access Request Form

Please be aware that **CCTV footage is held by the Airport for a maximum period of 30 days** (on some cameras, footage is held for as little as 14 days), after which time it is destroyed. If the incident you wish to enquire about occurred more than 30 days ago, we are unlikely to be able to provide any CCTV footage to you.

You may use this form to request the disclosure of CCTV footage containing personal data processed by us, London Luton Airport Operations Ltd ("LLA"). Please read the guidance below. The information on this form will only be used to help us process your request in compliance with the General Data Protection Regulations (EU) 2016/679 and the Data Protection Act 2018 (together the "GDPR"). All sections of the form should be completed so that we may process your request. Failure to do so may delay your application and require us to seek further information from you. **We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.** Please complete all sections in BLOCK CAPITALS AND BLACK INK. This form is only intended for use when requesting access to CCTV footage held by LLA. For more information on your other rights in respect of the personal data held by us see our privacy notice located at: <https://www.london-luton.co.uk/privacy-notice>. Use of this form is not compulsory and you may submit a request for access to CCTV footage containing personal data by other means.

Guidance for completing the form:

Section 1

Asks you to give information about yourself that will help us to confirm your identity and to contact you in connection with your request.

Section 2

We have a legal duty to ensure that the information we hold is not subject to unauthorised disclosure and we must be satisfied that you are who you say you are. This section asks you to provide evidence of your identity by producing an official document (driving licence/ passport) and one other piece of identification which between them clearly show your name, date of birth and current address.

Section 3

To help us locate the requested footage, please provide us full details of the date, time and location of the images and, if possible, a description of what you were wearing on the day in question.

Section 4

The declaration must be signed by you (or if you are acting as an agent for the individual data subject, you must sign the section for agents).



Are you the subject of the CCTV images? YES/NO (Please delete)

If **YES**, please proceed to Section 1 of the form.

If **NO**, are you the solicitor or agent of the data subject acting with written authority?

If you are the agent, please (1) attach a copy of the authority to act on the data subject's behalf; (2) enter the details required for the data object in Section 1 and then (3) complete the rest of the form (with the exception of section 2).

If you are not the agent, please provide written details of your relationship with the data subject and your entitlement to act on his/ her behalf, as well as completing sections 1, 3 and 4 overleaf.

Reference Number:	
Section 1- Details of data subject	
Surname:	
Forename(s):	
Gender:	
Address:	
Contact telephone no:	
Email Address:	

Section 2- Identity Information
Please supply a copy of two pieces of identification, one of which must be an official document containing your photograph and clearly showing your date of birth (e.g. driving licence or passport) and the other must show your current address, e.g. a recent utility bill.

Section 3- Location	
Date:	
Area location:	
Approx. time:	
Description of clothing:	
Description of incident:	



Section 4- Declaration

I confirm that I am the data subject and that the information in this form is correct to the best of my knowledge:

Signed.....

Date.....

OR

I can confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so:

Name of agent:

Address:

Telephone Number:

Signed.....

Date.....

When you have completed and checked this form, send it together with the required identification documents to:

CCTV Enquiries
London Luton Airport Operations Limited
Navigation House
Airport Way
Luton
Bedfordshire
LU2 9LY

The GDPR gives you the right to see information held about you, including CCTV images of you. We have installed CCTV systems in some areas of the airport used by members of the public, for the purposes of public safety, crime prevention/detection, and for security purposes. If the incident you wish to enquire about occurred more than 30 days ago, we are unlikely to be able to provide any CCTV footage to you, as the footage will have already been destroyed (please note that we holds CCTV footage for a maximum period of 30 days; on some cameras, footage is held for as little as 14 days). You will not be provided with footage relating to any other persons without their express consent and identification being provided. It is also likely that we will send an edited version of the CCTV footage in order to protect the identities of other people in the footage. We reserve our right to deny access to CCTV images/ footage in accordance with the exemptions set out in the GDPR e.g. for the purposes of safeguarding national security, the prevention or detection of crime, the apprehension and prosecution of offenders etc. We will consider the specific circumstances of your request and make a decision accordingly. nlf the footage is required for the prevention or detection of a crime or apprehension or prosecution of offenders then the footage may have been reserved for the Police. In such circumstances you, your insurer, or your solicitor will need obtain authorisation from the Police confirming that disclosure to you will not prejudice the prevention or detection of a crime or apprehension or prosecution of offenders to obtain a copy.